

187—18.15(17A,535B) Standards for approval of paper home-study courses. The administrator may approve paper home-study courses, subject to the following requirements:

18.15(1) Courses must be arranged in chapter format and include a table of contents.

18.15(2) Overview statements that preview the content of the chapter must be included for each chapter.

18.15(3) Courses must be designed to ensure that student progress is evaluated at appropriate intervals. The assessment process shall measure at regular intervals throughout each module of the course what each student has learned and not learned. The student must complete and return quizzes to the provider to receive credit for the course.

18.15(4) Final examinations must contain a minimum of 10 questions per credit hour; for example, 20 questions for a two-hour course, 30 questions for a three-hour course, and 60 questions for a six-hour course.

18.15(5) A passing score of 70 percent is required for course credit to be granted. There is no limit to the number of times a final examination may be taken to achieve a passing score.

18.15(6) An individual registrant has eight months from the date of purchase to complete all quizzes and assignments and to pass the final examination.

18.15(7) The provider must include information that clearly informs the student of the course completion deadline, passing score required, quiz completion requirements, and any other relevant information regarding the course.

18.15(8) The provider shall state in the course materials that the information presented in the course should not be used as a substitute for competent legal advice.

18.15(9) The provider shall retain a statement signed by the student that affirms that the student completed the required work and examinations.

18.15(10) The provider must be available to answer student questions and provide assistance as necessary during normal business hours.

18.15(11) Courses submitted for approval must be sufficient in scope and content to justify the hours requested by the provider.

18.15(12) The provider must agree to provide a certificate of completion only to individual registrants who have satisfactorily completed the course. “Satisfactorily completed the course” means the individual completed the required work and scored 70 percent or better on the final examination.